

**United States Department of Agriculture  
Animal and Plant Health Inspection Service**

**Directive 263.1**

**10/1/84**

APHIS MAIL MANAGEMENT PROGRAM

**1. PURPOSE**

This Directive describes the APHIS Mail Management Program and defines responsibilities for mail management within the Animal and Plant Health Inspection Service (APHIS).

204, Additionally, this Directive implements APHIS Handbook APHIS Mail Handlers Handbook.

**2. REPLACEMENT HIGHLIGHTS**

This Directive replaces APHIS Directive 263.1 dated 11/19/81.

APHIS Manual 204 replaces the following APHIS issuances:

APHIS Bulletins 80-18 dated 7/25/80, 82-14 dated 6/18/82, and 82-16 dated 7/7/82. Administrative Notices A-80-13 dated 4/25/80, A-82-1 dated 10/1/81, and A-82-43 dated 3/10/82. This Directive also replaces VS Memorandum No. 526.5 dated 5/10/82.

**3. POLICY**

It is APHIS policy to promote an ongoing Mail Management Program to ensure that the Agency will use the most economical class and type of mail service available, consistent with operational needs.

**4. OBJECTIVE OF APHIS MAIL MANAGEMENT PROGRAM**

The objective of the Mail Management Program is to provide rapid handling and accurate delivery of mail throughout the Agency at a minimum cost. Specifically, this includes:

- a. Establishing uniform practices and standards.
- b. Providing staff assistance to field locations in the area of postal operations and service.
- c. Providing APHIS Programs and Administrative Management with information to manage, control, and reduce postage cost.

**5. OFFICIAL MAIL**

All mail used to conduct the business of APHIS, such as letters, telecommunications (facsimile operations), memorandums, post cards, documents, packages, publications, and other media received for distribution or

dispatch. This mail is Government property and is subject to all rules governing the proper use and safeguarding of such.

## 6. AUTHORITY

Authorities for the establishment and operation of the APHIS Mail Management Program are:

- a. Title 39, United States Code (U.S.C.), Chapter 2 (describes the use of penalty mail by executive agencies);
- b. Title 18, U.S.C., Section 1719, "Franking Privilege" (describes a penalty for misuse of official mail);
- c. Federal Personnel Management Regulations (FPMR), General Services Administration (GSA), Subchapter B, Archives and Records, Subpart 101-11.304 (establishes and defines the mail management function in Government agencies);
- d. FPMR B-75, GSA Bulletin, Archives and Records, "Mail Preparation and Economy" (provides guidelines to Federal agencies for properly preparing and economically dispatching official Government mail).

## 7. RESPONSIBILITIES

APHIS will comply with the regulations of the United States Postal Service (USPS), GSA, and the U.S. Department of Agriculture. APHIS will cooperate fully with the Department to ensure accurate reimbursement for all services performed by USPS.

- a. The Deputy Administrator for Management has responsibility for the establishment and maintenance of an effective APHIS Mail Management Program.
- b. Program Deputy Administrators are responsible for ensuring compliance with the provisions of this Directive.
- c. The Administrative Services Division, Information Management Branch, is responsible for the implementation and management of the APHIS Mail Management Program and will appoint the APHIS Mail Management Liaison Officer.
- d. The Mail Management Liaison Officer (MMLLO) is responsible for policy development, implementation, and day-to-day management of the APHIS Mail Management Program with specific attention to:

- 1) Managing the Agency's postal budget.
- 2) Providing essential information to Agency managers, as required, concerning the volume and types of processed and postage cost to determine the mail liability.
- 3) Providing liaison with USPS and Department officials and following established rules, regulations, and practices to ensure correct, speedy, and economical movement of Agency mail in the postal system.
- 4) Developing, conducting, and coordinating briefing and training programs for headquarters and field employees on cost-effective management practices and techniques.
- 5) Managing and conducting mail reviews and surveys required to meet the legal and management information needs of the Programs.
- 6) Providing guidelines during mail movement disruptions (i.e., strikes, emergencies, and natural disasters).

e. The Budget and Accounting Division (BAD) is responsible for cost analysis and distribution of postage estimates and for assessing the impact of estimates and obligations on the Agency financial plan.

BAD will:

- 1) Review and analyze postage estimates developed by ASD, and concur on estimates provided to the Office of Finance and Management (OFM).
  - 2) Provide input to ASD about program activities that could affect survey results (increase/decrease of postage estimate).
  - 3) Notify VS, PPQ, and AM Deputy Administrators of postage estimates and any changes.
  - 4) Provide OFM with percentages for distribution of postage obligations to appropriate Agency accounts.
  - 5) Monitor/evaluate obligations.
- f. Regional Directors will ensure that (1) field locations are aware of, and comply with, the provisions of this Directive; (2) a mail coordinator is appointed to control and coordinate all matters regarding mail and services within their Regions; and (3) all mail samplings are performed and consolidated, and data

is provided to the  
39, U.S.C., and  
/s/  
Administrator

APHIS MMLO as prescribed by Title  
this Directive.